

**Liberty Township Board of Supervisors, Adams County, PA
39 Topper Road, Fairfield, PA 17320**

June 1, 2021, Board of Supervisors Meeting Minutes

The Board of Supervisors of Liberty Township, of Adams County, met Tuesday, June 1, 2021 at 7:30 PM at the Township Municipal Building located at 39 Topper Road, Fairfield, PA 17320. Because of the COVID-19 Pandemic, social distancing measures were taken. Public in person attendance was limited. The meeting was streamed live on Liberty Township's YouTube Channel. A call-in number was provided for public comment.

Present: Chairman Walter Barlow, Vice Chairman Robert Jackson, Supervisor Robert Keilholtz, Solicitor John Lisko, Police Chief Sherri Hansen, Secretary/Treasurer Wendy Peck, and Assistant Secretary/Treasurer and Tax Collector Jessica Ilko.

At 7:32 PM Mr. Barlow called the regular meeting to order and opened the meeting to public comments.

Public Comments – None.

Supervisor Comments

Mr. Jackson had no comments.

Mr. Keilholtz had no comments.

Mr. Barlow announced that an Executive Sessions was on May 14 to conduct an applicant interview and to discuss personnel matters and another Executive Session was held at 7 PM on June 1 to discuss personnel matters.

Minutes: *Mr. Keilholtz moved to accept the minutes of the May 4 meeting. Mr. Jackson seconded the motion. All voted yes, and the motion passed.*

Treasurer's Report:

**LIBERTY TOWNSHIP, ADAMS COUNTY
TREASURER'S REPORT -As of MAY 28 2021
Presented at June 1, 2021 BOS Meeting**

ACNB - General Operating & Payroll	<i>see detail</i>	\$250,310.31	
PLGIT - General Reserve	<i>no activity</i>	\$306,395.60	
PLGIT - Capital Reserve	<i>no activity</i>	\$122,033.23	\$678,739.14
PLGIT - Liquid Fuels	<i>see detail</i>	\$100,737.28	
ACNB - Escrow	<i>see detail</i>	\$7,643.60	

Type	Date	Num	Name	Memo	Paid Amount	Balance
01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)						\$142,405.50
	04/30/2021		Apr Interest		\$5.75	\$142,411.25
Deposit	05/04/2021			Deposit	\$2,608.69	\$145,019.94
Deposit	05/04/2021			Deposit	\$75,455.42	\$220,475.36
Check	05/04/2021	ACH	BMO Bank-PLGIT Card	PLGIT CREDIT ACCOUNT	-\$6.47	220,468.89
Deposit	05/06/2021			Deposit	\$134.13	220,603.02
Deposit	05/10/2021			Deposit	\$1,327.37	221,930.39
Deposit	05/10/2021			Deposit	\$760.10	222,690.49
Deposit	05/10/2021			Deposit	\$66.00	222,756.49
Check	05/11/2021	12246	Talcotts Auto Repair	Repair Order 9014338	-\$61.60	222,694.89
Check	05/11/2021	12247	Alexander Plumbing	Invoice #51441	-\$109.79	222,585.10
Check	05/11/2021	12248	Total Tech Solutions LLC	Invoice 7193	-\$450.00	222,135.10
Check	05/11/2021	12249	Lowe's	98004701524	-\$237.22	221,897.88
Check	05/11/2021	12250	Aero Energy	Cust 59990	-\$453.43	221,444.45

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LiabCheck	05/11/2021	12251	Security Ben RetServices	610257		-\$341.16	221,103.29
Check	05/11/2021	12252	LEAF	100-4990181-001		-\$78.00	221,025.29
Check	05/11/2021	ACH	ACNB	Payroll - Direct Deposit Service Charge		-\$26.68	220,998.61
Deposit	05/11/2021			Deposit		\$8,254.51	229,253.12
Deposit	05/12/2021			Deposit		\$1,894.29	231,147.41
Paycheck	05/13/2021	ACH	Ammerman, Cory M.			-\$365.09	230,782.32
Paycheck	05/13/2021	12253	Barlow, Walter M			-\$978.11	229,804.21
Paycheck	05/13/2021	ACH	Roosen, Christopher M.			-\$580.60	229,223.61
Paycheck	05/13/2021	ACH	Hansen, Sherri			-\$1,697.43	227,526.18
Paycheck	05/13/2021	12254	Hek, Susan			-\$30.65	227,495.53
Paycheck	05/13/2021	ACH	Ilko {Tax Collector}, Jessica L.			-\$1,003.73	226,491.80
Paycheck	05/13/2021	ACH	Ilko, Jessica			-\$287.50	226,204.30
Paycheck	05/13/2021	12255	Keilholtz, Jr., Robert E.			-\$419.15	225,785.15
Paycheck	05/13/2021	12256	Pecher, Bruce E.			-\$482.49	225,302.66
Paycheck	05/13/2021	ACH	Peck, Wendy J.			-\$1,074.28	224,228.38
Paycheck	05/13/2021	12257	Swiat, Richard			-\$26.27	224,202.11
Paycheck	05/13/2021	ACH	Weikert, Brian			-\$141.83	224,060.28
Check	05/13/2021	ACH	Intuit QuickBooks	Monthly fee for payroll service		-\$28.00	224,032.28
LiabCheck	05/14/2021	ACH	PA Dept. of Revenue	1641 9699		-\$275.49	223,756.79
LiabCheck	05/14/2021	ACH	US Treasury Dept/IRS	23-2110946		-\$1,901.42	221,855.37
Deposit	05/17/2021			Deposit		\$1,005.72	222,861.09
Deposit	05/20/2021			Deposit		\$34,938.94	257,800.03
Check	05/25/2021	12263	John M. Lisko	Solicitor Fees		-\$1,920.00	255,880.03
Check	05/25/2021	12264	Talcotts Auto Repair	Repair Order 9014338		-\$510.27	255,369.76
Check	05/25/2021	12265	Gettysburg Times	159232		-\$24.68	255,345.08
Check	05/25/2021	12266	West Penn Power	100090757368		-\$130.03	255,215.05
Check	05/25/2021	12267	Verizon Wireless	Acct 621280772-00001		-\$175.10	255,039.95
Check	05/25/2021	12268	Comcast Cable	8993110110006912		-\$661.15	254,378.80
Check	05/25/2021	12269	Staples	Acct 601110005005657		-\$241.81	254,136.99
Check	05/25/2021	12270	PMCA	33118		-\$652.50	253,484.49
Deposit	05/25/2021			Deposit		\$935.63	254,420.12
Deposit	05/26/2021			Deposit		\$3,984.30	258,404.42
Paycheck	05/27/2021	12258	Barlow {BOS}, Walter			-\$87.78	258,316.64
Paycheck	05/27/2021	ACH	Jackson, Robert			-\$87.78	258,228.86
Paycheck	05/27/2021	12259	Keilholtz, Jr. {BOS}, Robert			-\$87.78	258,141.08
Paycheck	05/27/2021	12260	Ruppert, Barbara L.			-\$43.78	258,097.30
Paycheck	05/27/2021	12261	Barlow, Walter M			-\$936.88	257,160.42
Paycheck	05/27/2021	ACH	Hansen, Sherri			-\$1,738.07	255,422.35
Paycheck	05/27/2021	ACH	Ilko {Tax Collector}, Jessica L.			-\$203.17	255,219.18
Paycheck	05/27/2021	ACH	Ilko, Jessica			-\$208.34	255,010.84
Paycheck	05/27/2021	12262	Pecher, Bruce E.			-\$467.99	254,542.85
Paycheck	05/27/2021	ACH	Roosen, Christopher M.			-\$735.43	253,807.42
Paycheck	05/27/2021	ACH	Weikert, Brian			-\$124.98	253,682.44
Paycheck	05/27/2021	ACH	Peck, Wendy J.			-\$1,074.31	252,608.13
Paycheck	05/27/2021	ACH	Ammerman, Cory M.			-\$365.09	252,243.04
LiabCheck	05/28/2021	ACH	PA Dept. of Revenue	1641 9699		-\$241.77	252,001.27

LiabCheck	05/28/2021	ACH	US Treasury Dept/IRS	23-2110946		-\$1,690.96	250,310.31
Total 01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)						\$107,904.81	250,310.31
TOTAL						\$107,904.81	\$250,310.31
01.101 · PLIGT General Fund							306,386.56
	04/30/2021		Apr Interest			\$9.04	\$306,395.60
	05/31/2021			May Interest Not Available		\$0.00	\$306,395.60
Total 01.101 · PLIGT General Fund						\$9.04	306,395.60
TOTAL						\$9.04	\$306,395.60
30.101 · PLIGIT Capital Reserve Fund							122,029.10
	04/30/2021		Apr Interest			\$4.13	\$122,033.23
	05/31/2021			May Interest Not Available		\$0.00	\$122,033.23
Total 30.101 · PLIGIT Capital Reserve Fund						\$4.13	122,033.23
TOTAL						\$4.13	\$122,033.23
100.00 · PLIGT State							100,800.04
	04/30/2021		Apr Interest			\$0.96	\$100,801.00
Check	05/11/2021	642	Harringtons Equip	Invoice 190105		-\$63.72	\$100,737.28
	05/31/2021			May Interest Not Available		\$0.00	\$100,737.28
Total 100.00 · PLIGT State						-\$62.76	\$100,737.28
TOTAL						-\$62.76	\$100,737.28
10.100 · Liberty Township Escrow							7,979.04
Deposit	05/10/2021			Deposit		\$800.00	\$8,779.04
Check	44327	194	KPI	8519		-\$1,135.44	\$7,643.60
Total 10.100 · Liberty Township Escrow						-\$335.44	\$7,643.60
TOTAL						-\$335.44	\$7,643.60

Mr. Keilholtz moved for acceptance of the Treasurer's report. Mr. Jackson seconded the motion. All voted yes, and the motion passed.

Expenses: Mr. Keilholtz moved for retroactive approval of the 05/05/21-06/01/2021 expenses. Mr. Jackson seconded the motion. All voted yes, and the motion passed. Mr. Jackson moved for retroactive approval of the 03/28/21-04/10/2021 and 04/11/21-04/24/2021 payroll. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.

Police Officer's Report – Chief Sherri Hansen addressed the Board of Supervisors and stated that they were doing a great job. The Chief distributed a written report to the Supervisors for the month of May. The report of Police Department activities included working 325 hours and 25 hours in Freedom Township. The department drove 1724 miles and used 146.6 gallons of fuel. Activity included: 911 Incidents - 19; Traffic Citations -108; Faulty Equipment -12; On Call Hours -29; Warnings -22; Misdemeanor/Felony Arrests -0; and PSP Calls-1. Service to Freedom Township included: Working 25 hours with zero 911 incidents, 34 traffic citations and 12 warnings. She went on to report that Officer Roosen is scheduled to attend taser Instructor School on June 3. She stated that Talcott's has gone out of business and that Car #1 needs and oil change and inspection, so she is looking for a new mechanic shop. The Chief reported an issue with a truck at the intersection of Stultz road and Wenschhof Road and stated that neither of the roads are posted for restricted truck traffic. The Chief suggested that the Board consider posting them. Chief Hansen reported that the Police Department needs a new ENRADD. She stated that it is no longer working and has developed the same issue that was recently repaired. She stated that she would like to buy a new one at a cost of \$4,395. She said it would take six weeks from order until delivery. She went on to say that she has contacted Rabold's Services to pick up the broken ENRADD on June 4th to see if they can fix it when they come to perform the calibrations. Mr. Keilholtz suggested contacting Carroll Valley Borough Police Chief Hileman for a labor swap. They Chief stated she would contact him tomorrow. Mr. Keilholtz also advised the Chief to inform Freedom Township that the ENRADD was out of service. Chief Hansen stated that she was scheduled to attend their meeting next Wednesday and would let them know at that time. Mr. Barlow

commented that he would also reach out to Freedom Township to see if they would be able to offer a donation in addition to the \$500, they previously gave for the new ENRADD.

Zoning Officer's Report – Mr. Barlow reported that seven zoning permits were issued in May with \$630 permit fees collected.

Roadmaster Report – Roadmaster Barlow reported that the Road Department drove 980 miles, used 58 gallons of gas, 25 gallons of on-road diesel, and 48 gallons of off-road diesel. He stated that Hamiltonban Township has requested a labor exchange with Liberty Township to have Liberty Township Road Crew perform flagging services on June 10 and June 11. He went to say that Liberty has borrowed equipment in trade and that the Road Department is currently using their equipment. Mr. Barlow reported that the department has begun putting up new signs on Crum Road, Wenschhof Road, Stultz Road and Boyle Road. He stated that tree issues continue to be a problem and a neighboring municipality assisted with a large tree that fell on Stultz Road recently. He thanked residents for acting quickly to remove dangerous trees on their properties. The Roadmaster that several companies were contacted to provide prices for additional work on Old Waynesboro Road. Several bids were received but one bid had the wrong measurement amount and could not be accepted. Kinsley Construction proposed to provide: Dust Oil RC-250: (1,056 SY): \$4,000.00/Lump Sum, Double Shot Tar & Chip (1,945 SY) at \$3.76/SY:\$7,313.20 ; and Fog Seal (1,945 SY) at \$0.77/SY: \$1,497.65 for a total cost of \$12,810.85. After some discussion, **Mr. Jackson made a motion to accept the bid from Kinsley Construction for \$12,810.85. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**

Planning Commission Report: Chair Judie Hogan was present and reported that the Planning Commission met on May 20 to review Adams County Planning comments for the Final Plan Greenview Estates with Lee Royer. She stated that PMCA attended by Zoom to address his zoning comments. Rob Thaeler from Adams County Planning was also present. She went on to state that Mr. Terry Stein was offered comments on his sketch plan and advised that he would need to subdivide the two acres.

Secretary/Treasurer: Ms. Peck reported that General Code had issued the Code Books prior to adoption and that upon review some ordinances were missing. She stated that she had a meeting scheduled for June 3 to discuss the missing information.

Old Business

- **Police Department Policy and Procedure Manual** – Mr. Keilholtz stated that he and Chief Hansen had reviewed and updated the Police Department Policy and Procedures Manual. **Mr. Keilholtz made a motion to adopt the Police Department Policy and Procedure Manual. Mr. Jackson seconded the motion. All voted yes, and the motion passed.**
- **Policies And Procedures Manual Revisions** – Mr. Barlow stated that additional changes were proposed the employee manual. The proposed changes included eliminating compensatory time, decreasing the number of hours part-time employees need to be eligible for holidays to 14, and to allow for hiring of relatives if they do not work in the same department reporting directly to a relative. There was previous discussion of removing the floating holiday, but that was no longer a proposed change. **Mr. Keilholtz made a motion to have the Solicitor make the changes. Mr. Jackson seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion to increase Chief Sherri Hansen's annual salary to \$61,889 effective June 6, 2021. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.** Chief Hansen asked if she was an hourly employee or a salaried employee. The Board replied that she was a salaried employee.
- **Mr. Barlow made a motion to grant a four percent increase to Secretary/Treasurer Wendy Peck's hourly rate with the new rate of \$22.53 per hour effective June 6, 2021. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Road Department Temporary Road Crew Applicant** – **Mr. Barlow made a motion to hire Richard Haywood as a Seasonal Part-Time Road Crew Employee on an as needed basis at an hourly rate of \$16.50 per hour and a hire date of June 7, 2021. Mr. Jackson seconded the motion. All voted yes, and the motion passed.**

New Business Public Comments: Mr. Barlow announced the call-in number for Public Comment. There were no public comments related to new business items. Mr. Barlow stated that the township would be back to 100% capacity for the July meeting.

New Business

- **Minor Subdivision Plan Review Greenview Estates (Jacobs Church Road, Gladhill Road & Staley Road) Adams County & Franklin County Request for Waivers of Section 408.D.4 and 303.A.13; of Section 303.A.26; and of Section 408.D.11. Mr. Barlow made a motion to deny the request for waivers because the request lacked information giving justification on why the waivers were being requested. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **WTMA - Greenview Estates Subdivision Water and Sewer Agreement Proposal. After some discussion, Mr. Barlow mad a motion to reject the proposal from WTMA for water and sewer at Greenview Estates. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.** Mr. Lisko was instructed to respond to WTMA on behalf of the township.

- Planning Commission Members – Mr. Barlow stated that since his appointment in January 2021, Planning Commission Member John Hutzell had been unable to attend any meetings or perform his duties on the Planning Commission because of scheduling conflicts. Mr. Barlow read a draft letter to Mr. Hutzell stating the board's intent to remove him from the Planning Commission and notifying him of his right to appeal. The Solicitor requested that the date to respond be removed from the draft letter. **Mr. Barlow made a motion to remove Mr. Hutzell from the Planning Commission after given due notice. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Codification Ordinance** – Ms. Peck requested that the Board have the Solicitor review the proposed Ordinance prior to the July 6 meeting with plans to move forward with advertisement for adoption. The Solicitor was instructed to review the proposed codification ordinance.
- **Septic Pumping Inspection Schedule** – The Board addressed Mr. Luquette's May request that the pumping cycle schedules be adjusted. It was noted that no property owner had contacted the township for an additional extension. After some discussion it was decided to revisit this matter in October after the septic pumping and inspection deadline had passed.
- **Police Pension Actuarial Cost Analysis** – Mr. Jackson gave an overview of the RJ Hall Proposals. He stated that he thoroughly reviewed the proposal and talked Kevin Hall about it at great length. He recommended accepting a modified version of Option One. Mr. Jackson would draft a letter to RJ Hall. **Mr. Jackson made a motion to accept Option One with the following modifications: update the mortality assumption to the PubS-2210 mortality table; continue to use the 5-year smoothed value of assets; revise the interest rate for calculating the minimum municipal obligation from 6.50% to 5.75%. Mr. Barlow seconded the motion. All voted yes, and the motion passed.**

At 8:35 PM Mr. Jackson made a motion to adjourn the meeting. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed. The next public meeting is scheduled for Tuesday, July 6, at 7:30 PM at the Township Municipal Building.

Respectfully submitted,



By Wendy Peck, Secretary/Treasurer